EUROPEAN DATA PROTECTION SUPERVISOR

EDPS Record of Processing Activity

Nr.	Item	Description
		Personal data breach management
1.	Last update of this record	14-02-2024
2.	Reference number	44
	Part 1 - Article 31 Record (specific legal obligation to publish – see Article 31(5))	
3.	Name and contact details of controller	European Data Protection Supervisor (EDPS) **Postal address**: Rue Wiertz 60, B-1047 Brussels **Office address**: Rue Montoyer 30, B-1000 Brussels **Telephone:** +32 2 283 19 00 **Email:** edps@edps.europa.eu Responsible department or role: Secretary-General (EDPS-Secretary-General@edps.europa.eu) Contact form for enquiries on processing of personal data to be preferably used: https://www.edps.europa.eu/about-edps/contact_en
4.	Name and contact details of DPO	dpo@edps.europa.eu
5.	Name and contact details of joint controller (where applicable)	N/A

Document info

Roles & Contact Details

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6.	Name and contact details of processor (where applicable)	N/A	
7.	Short description and purpose of the processing	This processing activity refers to the management of personal data breaches (PDBs) that occurred within the EDPS as controller. It addresses the handling of PDBs in order to minimise their impact on the affected data subjects and the organisation. The EDPS applicable procedure is documented here: <u>Procedure to handle personal data breaches at the EDPS(PDF)</u>. In accordance with the provisions of the Article 34(6) of the Regulation (EU) 2018/1725, the controller shall document any PDB. As such, the EDPS has put into place a PDB register, which is managed and maintained by the DPO. The PDB register is available in the EDPS CMS and is kept up to date by the DPO. Access to the register is provided to the EDPS (supervisory authority) in accordance with Article 34(6) of the Regulation. Personal data are also processed for statistical purposes (i.e. to account for number of PDBs, type, etc.)	*Description of processing*
8.	Description of categories of persons whose data the EDPS processes and list of data categories	<u>Categories of persons</u> This depends on the nature of the PDB. The following categories of data subjects could be involved: • EDPS staff (e.g. affected by the PDB or involved in its management - incident handler, system owner, LSO, LISO, DPO, Head of EDPS Secretariat, EDPS Management). • Other data subjects (e.g. citizens) • EDPS staff dealing with the PDB notification that was sent to the EDPS as supervisory authority in accordance with Article 34 of the Regulation (EU) 2018/1725, where applicable	

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		List of data categories This would also depend on the nature of the PDB. Various categories of personal data could be affected (e.g. name, function, email address, function, IP address).	**Description**
9.	Time limit for keeping the data	Personal data is kept for ten years from the closure of the case file, unless legal proceedings require us to keep them for a longer period. Afterwards, only anonymised data is processed for statistical purposes.	**Retention**
10.	Recipients of the data	This would depend on the nature of the PDB. The following recipients could have access to the personal data: • EDPS staff managing the PDB internaly • EDPS (as supervisory authority) staff managaing the PDB in case of notification to EDPS (in accordance with Article 34 of the Regulation (EU) 2018/1725) • Data subject(s) who have been informed about the PDB (in accordance with Article 35 of the Regulation (EU) 2018/1725) Staff of other EUIs or processors involved in the PDB management	**Recipients**
11.	Are there any transfers of personal data to third countries or to international organisations? If so, to which ones and with which safeguards?	As a rule, no. Though, this would depend on the nature of the PDB.	**Transfers**

| 12. | General description of security measures, where possible. | Applicable security measures are included in the EDPS Information Security Policy. | Security |
| 13. | For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the data protection notice: | Data protection notice available internally. | Data Protection Notice |